Approved For Release 2005/04/21 : CIA-RDP57-00384R000100130101-7

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MEMORANDUM FOR:	General Counsel	8 Nove	ember 1949
FROM:	Management Officer		•
SUBJECT:	Draft of Administrative I	nstruction re Offic	
1. There i	s reproduced below a draft erning office symbols.	of proposed Admini	.strative
2. Request office by separa	that you forward your com te memorandum by 14 Novemb	ments or concurrencer 1949.	ee to this
ADMINISTRATIVE IN NO.	MSTRUCTION		
SUBJECT: Office	Symbols		
and expediting the following symbol:	rm system of office symbol ne routing of documents is s will be used to designat nen such use is appropriat	hereby established a the various staff	. The and operating
Deputy I	c Director Agency Te and Deputy	DCI DDCI EX	mundant de la
Budget S	ent Staff () () () () () () () () () (MS BS PS	paraget
Coordina Policy	ation Operations and Staff	co	
Advisory Legal St Inspecti	Council:	AC LS IN	
Person Fiscal	rative Staff mel Div. Div. es Div.	AS AS1 AS2 AS3	
Employ Financ	Support Staff ees Div. e Div. ement and Supply Div.	SS SS1 SS2 SS3	J. S. Warner W 25X1

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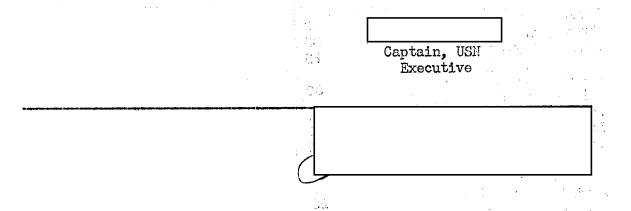
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SECRET

	RE CD SI
OSI (Asst. Dir. and Deputy) OO (Asst. Dir. and Deputy)	OP
Contact Div.	OP1
	OP2
FD Div.	OP3
OPC (Asst. Dir. and Deputy)	PC
OSO (Asst. Dir. and Deputy)	SO

- 2. Assistant Directors and Staff Chiefs will establish symbols for the divisions and branches within their respective offices based upon the method set forth below. The list of symbols will be promulgated by means of Office Operating Hemoranda, two copies of which will be furnished the Library Division, OCD:
 - a. Below the Office and Staff level a system of numbers and letters will be used. Divisions will be designated by numbers beginning with 1. For example, the Library Division, OCD, might be designated CD1, the Liaison Division, OCD, might be designated CD2. Branches within these divisions would be designated by letters beginning with A. For example, the Bibliographic Branch, Library Division, OCD, might be designated CD1A. The Archives Branch, Library Division, OCD, might be designated CD1B.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



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